

Rules of procedure for the Aalto University School of Chemical Engineering Academic Affairs Committee (later Academic Committee for Chemical Engineering)

13.2.2018

1. Contents of the rules of procedure

These are rules of procedure containing provisions on the meetings of the Aalto University School of Chemical Engineering Academic Affairs Committee (later Academic Committee for Chemical Engineering), its decision-making procedure and the order of replacement of the deputy members.

Academic Committee for Chemical Engineering always checks and adopts the rules of procedure in the meeting following its appointment. Otherwise the rules of procedure will be revised and amended as necessary.

These rules are based on the Rules of procedure of the Aalto University Academic Affairs Committee.

2. Duties of the Academic Committee for Chemical Engineering

Under Section 25 of the Aalto University Bylaws, the duties of the Academic Committees of the schools are:

The School Academic Affairs Committee shall, in addition to other duties assigned by the Academic Affairs Committee and the Director of the School, make proposals on:

- *School-specific curriculum,*
- *School-specific degree requirements,*
- *School-specific admission requirements,*
- *other matters relating to academic activities,*
- *other duties assigned by the Dean directing the School, and*
- *decide on the arrangements for the conferral of degrees and the conferral of the title of Honorary Doctor.*

The School Academic Affairs Committee can, by its own decision, delegate authority in the above-mentioned duties to other bodies elected in accordance with the Section 27 of the Universities Act.

3. Duties of the chair and the vice-chair of the Academic Committee for Chemical Engineering

The chair of the Academic Committee for Chemical Engineering shall be the dean of the school.

The duties of the chair include:

- assigning a vice chairperson and a secretary
- assigning rapporteurs;
- having the primary responsibility for calling the meetings;
- the approval of the agenda prepared by the secretary;
- ensuring that minutes are taken at each meeting;

- ensuring that the provisions of these rules of order are followed in the work of the Academic Committee for Chemical Engineering;
- to bring up, at his or her discretion, other matters than those requiring decision within the scope of operations of the body, such as statements or initiatives for development.

In the event of the chair being indisposed or disqualified, the vice chair will act as the chair of the meeting.

4. Meetings of the Academic Committee for Chemical Engineering

The Academic Committee for Chemical Engineering shall meet regularly when convened by the chair or the vice chair. In addition, the Academic Committee for Chemical Engineering must be convened if more than half of the committee members request it.

The Academic Committee for Chemical Engineering prepares a meeting timetable each academic year. The Academic Committee for Chemical Engineering shall hold extra meetings as necessary. The chair may cancel a meeting prior to sending the meeting invitation if the number of agenda items is not sufficient for holding a scheduled meeting.

The persons appointed by the chairperson have the right to be present and to speak at the Academic Committee for Chemical Engineering meetings. The chair may decide that also a deputy member has a right to be present at the meetings of the committee even if the full member was present.

The meeting invitation is sent to the members and deputy members and persons entitled to be present at the meeting a minimum of seven (7) working days before the meeting. The meeting invitation specifies the agenda items and proposed decisions for them. The invitation and the proposed decisions with possible appendices are submitted to the members via e-mail or otherwise in electronic format unless otherwise provided in the invitation with respect to the material. This way the members may familiarise themselves with the material at a place or on a platform announced. If the rapporteur specifies his or her proposed decision before the matter is considered, the specified proposed decisions are submitted to the members no later than at the meeting of the committee. If the matter to be considered has not been mentioned in the meeting invitation, the committee may introduce it to the agenda only by unanimous decision of the members present.

Members of the committee who are unable to attend the meeting shall notify the secretary of the meeting well in advance and invite the deputy member first in the order of replacement to take his or her place. If the first deputy member is unable to attend, she or he shall call the next person in the order of replacement to attend the meeting.

The order of replacement of the deputy members is as follows:

Professors: According to the order of replacement decided on the Professors' Council. The order of replacement of the professors is attached to these rules of procedure. .

Other research and teaching staff and other university staff: in the order of the election results by electoral alliance so that the deputy member with the most votes is the deputy of the full member

with the most votes, while the deputy member with the second-highest number of votes is the deputy for the full member with the second-highest number of votes and so on until the maximum number of first deputy members is full. After this, the order of replacement of the second deputy members is determined by the results of the election by electoral alliance as follows: the deputy member with most votes among the remaining deputy members is the second deputy of the full member with most votes and so forth so that the deputy member with the least votes is the second deputy of the full member with the least votes.

Students: In the order proposed by the Student Union.

Minutes are recorded at meetings and signed by the chair and the secretary. A decision made at the proposal of the rapporteur is, however, signed by the chair and the rapporteur. Two members present at the meeting shall be elected as the scrutinisers of the minutes.

Extracts from the minutes may be given before their signature and scrutiny in compelling situations on the permission of the chair and the rapporteur. In such cases, it is noted on the document that the extract is taken from a minutes yet to be scrutinised.

5. Decision-making procedure

5.1. Quorum

The Academic Committee for Chemical Engineering shall constitute a quorum when more than half of the members and the chair or the vice chair are present. Members present also refer to present deputy members with the right to decide.

5.2. Preparation of a matter and laying a question on the table

At the meetings of the Academic Committee for Chemical Engineering, matters are decided at the proposal of the rapporteur designated by the chair.

A question may be laid on the table by decision of the chair if the preparation for the matter has been clearly insufficient or some other matter hinders the decision-making. In other circumstances, a question is laid on the table upon the proposal of a committee member if the proposal is seconded by at least one fourth of the members present. If a matter is proposed to be laid on the table during its reconsideration, it is laid on the table if the proposal to lay on the table is seconded by more than half of the members present. The motion to lay a question on the table must always be justified. The motion must be considered before the consideration of the matter may be resumed. Matter that was laid on the table must be handled in the next meeting unless preparation of the matter requires otherwise.

5.3. Postponing a matter for other reasons

The chairperson can remove a matter from the agenda when the matter was not placed there based on a written demand by the committee members.

5.4. Voting

Each member has one vote. Matters are decided by majority vote: a motion supported by more than half of the votes cast by committee members present shall constitute the decision of the Academic Committee for Chemical Engineering. If the votes are equally distributed, the chair shall have the casting vote.

When no one has requested to obtain the floor, the chair announces the debate ended and states the proposals seconded during the discussion. The proposal of the rapporteur is voted on irrespective of its secondment. Other proposed decisions that have not been seconded are not voted on. Any new decisions cannot be proposed when the debate has ended.

In other matters than those related to election, voting is made by a raise of hands. The vote starts with the chair stating all the proposed decisions differing from that of the rapporteur. The proposed decision of the rapporteur is included even when it has not been seconded. Other proposed decisions that have not been seconded are not voted on. The proposed decisions are voted on in pairs so that raising a hand always means voting in favour of the decision proposed. Members cannot abstain from voting.

First, the members vote between the two counter-proposals differing to the highest degree from that of the rapporteur; of these two, the winning counter-proposal and the proposal differing to the highest degree from that of the rapporteur are voted on in the same round and the same procedure is followed until the final counter-proposal for the proposed decision of the rapporteur remains. However, if the vote must include a proposal meaning that the proposal of the rapporteur be rejected altogether, it must be voted on as the last proposal against the proposal winning among the other proposals.

5.5. Consideration of electoral matters

The consideration of electoral matters follows the same procedure as voting otherwise with the following exceptions: The chair states when electoral candidates may be put up and when the discussion on the candidates has ended. A proposal for candidates made by a member present at the meeting is considered even if the motion was not seconded. If there are more candidates than places are available, the matter is decided by vote.

The vote is conducted as a secret ballot upon the demand of a member present at the meeting. The chair designates the tellers for the election.

If more than one person is elected, election by proportional representation is followed if at least one fourth of the present members so require. In other cases, election is made by majority vote.

If no one gains absolute majority, a new vote is organised among the two candidates with the highest number of votes. If the votes are equally distributed, the matter shall be decided by lot.

In election by proportional representation, the candidate put first on the ballot receives one vote, the candidate second on the ballot receives 1/2 votes, the third 1/3 votes etc. The candidates with the highest number of votes are elected in the order of total number of votes until all places are full. If the votes are equally distributed, the matter shall be decided by lot.

5.6. Responsibility of a committee member or rapporteur

A member who has participated in the decision-making process and either made a counter-proposal or voted against a decision may declare his or her dissenting opinion of the decision. The rapporteur of the decision may declare a dissenting opinion if the decision differs from the proposed decision presented by him or her.

The dissenting opinion and its grounds shall be declared at the meeting as soon as the decision has been made. The precisely formulated written dissenting opinion shall be submitted as a separate signed document no later than on the day following the presentation to the secretary of the meeting. Then the chair of the meeting confirms the dissenting opinion upon verification that it corresponds to that presented in the meeting.

A person who has voted against a decision or declared a dissenting opinion is not responsible for the decision. The rapporteur is responsible for a decision made at his or her proposal if s/he has not declared a dissenting opinion.

6. Disqualification

A member of the body or a person entitled to be present at a meeting shall not participate in the consideration of a matter or be present during such consideration, if he/she is disqualified on grounds specified in the Administrative Procedure Act (Hallintolaki 434/2003). Consideration refers to all measures which may influence the decision made in the matter, including the preparation. A member or other person entitled to be present at the meeting shall notify the body of his or her possible grounds for disqualification. The chair may address the issue of disqualification also if suspicion of grounds for disqualification is aroused otherwise. The disqualification of a member or other person entitled to be present at the meeting is determined by the Academic Committee for Chemical Engineering.

7. Communication and implementation

The meeting invitations and memoranda with appendices of the meetings of the Academic Committee for Chemical Engineering are published on the university intranet. The secretary is responsible for communication, recording, organizing storage and filing regarding the meeting documents of the Academic Affairs Committee as the relevant regulations of the university require.

The rapporteur is responsible for communicating individual decisions of the Academic Committee for Chemical Engineering and submitting them for implementation.

8. Language of the Academic Committee for Chemical Engineering

The Academic Committee decides on the working language of a meeting. The working language can be Finnish or English. An individual committee member can use Finnish, Swedish or English.

The meeting invitation and the proposal with its justification will be compiled both in Finnish and in English.

The decisions of the Academic Committee will be communicated in Finnish and English.

The administrative language of the university is Finnish. If there is contradiction between the Finnish and English versions of a document, the Finnish version will be applied.